



Human Resources Newsletter

November 2003 News

What's New, What's Hot

- **Phase II of the WS (Skilled Trades) Pay Schedule** (effective 11/25/03) will raise the range minimums of all WS jobs by 2%. Employees who are below these new range minimums will receive pay adjustments to the new rates.
- Civil Service has announced a new feature available on the Job Search website which allows employees to subscribe to a **free e-mail notification service for job postings**. Subscribers can record where they wish to work, their preferred occupational/career group(s), a minimum pay level they'll consider, etc. As job postings match subscribers' criteria, the system will automatically notify them via e-mail of available jobs open to application. The Job Search Subscription service can be accessed at <http://www.dscs.state.la.us/jobs.nsf>.
- **PPM #59 (Workforce Development)** has recently been revised to include an administrative policy for handling employees who are deficient in DOTD training requirements. **Each employee should become familiar with this important information.**

Special Events

- November 5 - CS Commission Meeting
- November 5 - HQ New Employee Orientation
- November 11 - Veteran's Day (Holiday)
- November 15 - Governor's Election
- November 19 - SCHR Meeting

HR Unit Updates

Compensation Unit

- The SCHR recommended and Dr. Kam approved 10% base pay adjustments upon attainment of permanent status for probational employees in the following job titles who obtain permanent status on or after 11/01/03: The job titles are displayed on pages 3 and 4 of this newsletter.

Employee Relations Unit

- The ER Unit is working with LASERS to offer a "PREP" seminar exclusively to DOTD employees in the Baton Rouge area. Location will be the HQ Building. More information will be forthcoming.

Operations Unit

- Personnel Actions for AS Pay Schedule are 52% complete. Thanks to all for the patience and cooperation in this special project. All employees in the affected classifications will receive back pay for the personnel actions effective since 9/9/2003.



Human Resources Newsletter

November 2003 News

(Continued)

HR Unit Updates (continued)

Personnel Management Unit

- Congratulations to DOTD's award recipients (Employees/Managers of the quarter) for quarter ending September 30, 2003. To view the award recipients, see pages 5 and 6 of this newsletter.
- Notice to all supervisors: When completing the PPR Form for your employees, please ensure that the Planning Session Page with the **original signatures** is attached to the form that's submitted to HQ HR. During a recent audit conducted by CS, it was brought to our attention that some PPR forms were submitted to HQ HR without this page bearing the original signatures; CS views this as a fatal flaw. Please also remember that the DOTD Reviewer, Rating Supervisor and the Employee should sign/date the planning session page before a copy is given to the employee.
- We've started Phase 3 of DOTD's 360 Degree Feedback Program. Participants who have been recently notified are reminded about the upcoming 360 Feedback Orientations scheduled throughout the state. Please take the opportunity to attend an Orientation as there are some changes to the program:
 - Lake Charles (District 07) - November 13 at 10:00 and 2:30 in the District training room.
 - Baton Rouge - November 18 at 9:00 a.m. in the HQ Annex Building, room 202 (old CS hearing room).
 - Alexandria (District 08) - November 19 at 1:00 p.m. in the District training room.
 - Bridge City (District 02) - November 20 at 10:00 a.m. in the District training room.
- Sections Heads are reminded of the make-up Workplace Violence training scheduled for December 17 and 18. Both sessions will begin at 1:00 p.m. in the HQ Annex Building, room 202 (old CS hearing room).

HEADQUARTERS

EMPLOYEE OF THE QUARTER

Kimball Levy Evans

MANAGER OF THE QUARTER

Robert L. Ledoux

BEST TEAM EFFORT OF THE QUARTER

Peggy Woods, Stanley Crain, George Grey, Tommy Hickman, Keith McDermitt, and Jonathan Turner.

SECRETARY'S AWARD OF EXCELLENCE

Jacqui P. Sanchez

DISTRICT 02

EMPLOYEE OF THE QUARTER

Ellis J. Kimball

MANAGER OF THE QUARTER

Chris Tamplain

BEST TEAM EFFORT OF THE QUARTER

John Monzon, Renee Caillouet, Michael Celestine, Christina Botros, Jennifer Branton, Latroy Burras, Terry Cardaro, Herbert Connors, Aaron Davis, Andrew Dufresne, Ronald Firmin, Ennis Johnson, Aaron Pleyel, Rockie Scianneaux, and Larry Sharp.

DISTRICT 03

EMPLOYEE OF THE QUARTER

Rivers Picard

BEST TEAM EFFORT OF THE QUARTER

Darrell Deville, Jeffrey Legnon, Chris Vaccarella, and Ronnie Cole.

DISTRICT 04

EMPLOYEE OF THE QUARTER

Lytle Bob Terrell

MANAGER OF THE QUARTER

Rickey Fountain

BEST TEAM EFFORT OF THE QUARTER

Kenneth "Butch" Dison, Todd Moreau, Neal Pickett, Russell Pruett, Casey Rogers, and David Wallace.

DISTRICT 05

EMPLOYEE OF THE QUARTER

Melissa Roane

MANAGER OF THE QUARTER

Walter Keith Crenshaw

BEST TEAM EFFORT OF THE QUARTER

Jeff Swilley, Britt Trichell, Janice Coleman, Kathleen Brewer, Tina R. Hill, Pamela Walters, Tommy Hall, and Danny Gaston.

DISTRICT 07

EMPLOYEE OF THE QUARTER

David W. Gill

MANAGER OF THE QUARTER

Tony H. Tylton

BEST TEAM EFFORT OF THE QUARTER

Onezine P. Granger, David D. Marcantel, Dale P. Hardy, and Wayland J. Istre.

DISTRICT 08

EMPLOYEE OF THE QUARTER

Donald J. Harper

MANAGER OF THE QUARTER

Linda G. Littleton

DISTRICT 58

EMPLOYEE OF THE QUARTER

Joe Holloway

MANAGER OF THE QUARTER

Gary Panteria

BEST TEAM EFFORT OF THE QUARTER

Michael Brock, James Flores, Billy Parker, Ben Purvis, and Johnny Trahern.

CCCD

EMPLOYEE OF THE QUARTER

Sabrina Fuller

MANAGER OF THE QUARTER

Nadine Jefferson Jones

BEST TEAM EFFORT OF THE QUARTER

David Butler; Michael Schmitt; Theron Armstrong; Carol Davis; Vincent Aiola, III; Patrick Theriot; Michael Wood; and Nicholas Caffey, III.

DISTRICT 61

EMPLOYEE OF THE QUARTER

Carmen Hernandez

MANAGER OF THE QUARTER

Ronnie Robinson

DISTRICT 62

EMPLOYEE OF THE QUARTER

Lewis Giacone

The SCHR recommended and Dr. Kam approved 10% base pay adjustments upon attainment of permanent status for probational employees in the following job titles who obtain permanent status on or after 11/01/03:

Environmental Impact Specialist 1
Environmental Impact Specialist 2
Environmental Impact Specialist 3
Professional Chemist 1
Professional Chemist 2
Professional Chemist 3
Professional Chemist Manager
Roadside Development District Coordinator Trainee
Roadside Development District Coordinator
Surveyor Intern 1
Surveyor Intern 2
Surveyor 3
Surveyor 4
Transportation Permits Specialist 1
Transportation Permits Specialist 2

The SCHR recommended and Dr. Kam approved effective 11/25/03 new or revised SER's for the following job titles:

Bridge Toll Collector - SER increased from \$1,292/mth to **\$1,372/mth** (1st Quartile of range)

Electrician - SER increased from \$1,939/mth to **\$2,140/mth** (1st Quartile of range) - **SER is limited to CCCD, Districts 02 & 04, SRA and Section 45**

Electrician Specialist - SER increased from \$2,074/mth to **\$2,291/mth** (1st Quartile of range) - **SER is limited to CCCD, District 02, SRA & Section 45**

Mobile Equipment Master Mechanic - new SER established at **\$2,291/mth** (1st Quartile of range) - **SER is for District 04 only**

Mobile Equipment Overhaul Mechanic - new SER established at **\$2,140/mth** (1st Quartile of range) - **SER is for District 04 only**

Professional Chemist 1 - new SER established at **\$2,632/mth** (1st Quartile of range)

Professional Chemist 2 - new SER established at **\$2,817/mth** (1st Quartile of range)

Professional Chemist 3 - new SER established at **\$3,226/mth** (1st Quartile of range)

Professional Chemist Manager - new SER established at **\$3,694/mth** (1st Quartile of range)

Roadside Development District Coordinator Trainee - new SER established at **\$3,015/mth** (1st Quartile of range)

Roadside Development District Coordinator - new SER established at **\$3,226/mth** (1st Quartile of range)

Roadside Development Manager - new SER established at **\$3,952/mth** (1st Quartile of range)

Surveyor Intern 1 - SER increased from \$2,250/mth to **\$3,026/mth** (same as SER for Engineer Intern 1)

Surveyor Intern 2 - SER increased from \$2,400/mth to **\$3,238/mth** (same as SER for Engineer Intern 2)

Surveyor 3 - SER increased from \$2,800 to **\$3,463/mth** (same as SER for Engineer 3)

Surveyor 4 - new SER established at **\$3,966/mth** (same as SER for Engineer 4)

Trades Apprentice - **\$1,693/mth** - no change in amount of SER, only extended use to SRA and District 04

Transportation Permits Specialist 1 - new SER established at **\$1,571/mth** (1st Quartile of range)

Transportation Permits Specialist 2 - new SER established at **\$1,681/mth** (1st Quartile of range)